



U.S. EMBASSY BRIDGETOWN, BARBADOS VACANCY ANNOUNCEMENT

No.013/13N

DATE: June 25, 2013

OPEN TO: All Interested FSN Candidates

POSITION: **Development Program Specialist (Youth), USAID**

FROM: Molly I. Steinbauer, USAID

OPENING DATE: June 25, 2013

CLOSING DATE: July 5, 2013

WORK HOURS: Full Time; 40 hours/week

SALARY: *Ordinarily Resident:
(Position Grade: FSN-10/1 (BDS\$110,825.00) p.a. (Starting Salary)
(Offer will depend on salary history)

The USAID Mission to Barbados and Eastern Caribbean is seeking an individual for the position of Development Program Specialist (Youth). This position is open to eligible nationals under the CARICOM Single Market and Economy (CSME) Free Movement of University Graduates who possess the relevant skills certificate from their home state.

Basic Function of Position:

The incumbent will work ultimately as part of a four-person General Development team and must have significant experience in the field of youth development with an understanding of the needs to balance the supply of labor with the demands of the market. Strengths required are sound knowledge of youth development particularly vulnerable or at risk youth. He/she will be responsible for managing several youth focused initiatives spanning a number of areas including: providing second chance opportunities to vulnerable youth; development of youth micro-enterprise opportunities; and juvenile justice support to assist with those deemed highly vulnerable.

The incumbent will conduct technical and policy-level discussions on youth development initiatives within the context of the region's development with senior level representatives from the educational sector, government entities, donors, regional institutions and the private sector

including key persons such as representatives of Chambers of Commerce. In addition he/she will monitor the implementation of regional youth development activities assigned through site visits and conduct the programmatic, administrative and financial oversight necessary to ensure that objectives are being met within USAID guidelines and regulations. The incumbent will prepare financial and program documentation, provide inputs to the portfolio review process, and prepare other reports for programs managed, as required. Maintenance of program files, performance monitoring systems, and problem resolution are implicit management functions that are the responsibility of the incumbent.

The incumbent will have delegated authority and autonomy as necessary given the regional nature of the work and is responsible for all work responsibilities described below that relate to initiatives in the six independent countries of the Organization of Eastern Caribbean States as well as Trinidad and Tobago. Autonomy is required due to the geographic dispersion of beneficiaries from each other and from the USAID administration structure. Autonomy is also required because of the breadth of contacts required among high-level regional officials throughout the region. The position requires extensive travel throughout the Caribbean region.

This position, along with the other technical positions in the General Development Office, will receive support from the Program Office as well as the Administrative Office as necessary to function successfully.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. A Masters degree in social sciences, humanities, business administration, law, international development, international law, or social policy, is required.
2. Five years of progressively responsible experience in international development, project management, social services, and/or youth related project design, implementation, monitoring and evaluation are required.
3. The incumbent must be an expert with a thorough knowledge of the concepts, principles, techniques, and practices of youth and community development especially that relate to at-risk youth and crime prevention. A thorough knowledge of economic growth issues of the Caribbean is required. Knowledge of policies/regulations and best practices as they relate to economic growth is required. Good knowledge of U.S. government legislation relating to AID development assistance in the Caribbean is required.
4. Level IV English fluency is required.
5. The individual must have exceptionally broad-based financial and management information skills and the intellectual ability to be able to identify wide-ranging key program, budgetary and operational issues quickly and propose thoughtful, workable responses to those issues.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.

3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position **must** submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff (DS-174); and
2. A current resume or curriculum vitae
3. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

Copies of the complete Position Description listing all duties and responsibilities is available in the Bridgetown Human Resources Office. You may submit your application to BridgetownHR@state.gov or to the following mailing address:

*Human Resources Office
U.S. Embassy
Wilkey Business Park
St. Michael BB14006
Telephone: 227-4342
Fax: 227-4048*

ONLY THOSE RESUMES THAT MEET THE MINIMUM REQUIREMENTS WILL BE REVIEWED BY THE SELECTION COMMITTEE.

APPLICATIONS MUST BE RECEIVED BY CLOSE OF BUSINESS

July 5, 2013

Drafted: CRivera, HR
Cleared: WGooding, RHRO
Approved: MSteinbauer